

JOB ANNOUNCEMENT VACANCY #02-FI-DHS-0006

Agency:	Department of Human Services
Division/Unit:	
Position:	Budget Analyst
Grade/Step:	DS-560-11/1 – 12/1
Salary Range:	\$38,068 – 45,629
Area of Consideration:	Unlimited
Opening Date:	2-11-02
Closing Date:	Open until filled
Number of Vacancies:	One

Position Description:

The incumbent works under the general supervision of the Budget Officer/Budget Supervisor providing budget, accounting, and other monitoring services to maximize utilization of appropriated revenue. Reviews and approves requests by program staff for purchases of goods and services and periodically reviews computer statements of obligations, expenditures, etc., to determine accuracy. Maintains adequate cash flow by determining cash needs and making requests and participates in preparation of the agency's budget for council and congressional submission. Makes necessary responses to audit exceptions and corresponds with grantors whenever concerns are expressed regarding program operations. Prepares the Financial Review Process report monthly and quarterly and participates in the annual financial audit and the schedules A-102 audits. Operates independently the financial management system and other ADP medium.

Position requires comprehensive knowledge of the budgetary and accounting techniques, policies, procedures, regulations, and laws governing appropriated, intra-district, federal, private and other revenues. Working knowledge of advanced accounting and budgetary theories with understanding of the financial management system. Must be able to communicate both orally and in writing.

Submission Information:

To: Office of Government Business and Human Capital
Recruitment Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Submission Materials: DC2000 (employment application) or Resume and cover letter

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.